

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6278 **TITLE:** ELECTRICIAN SUPERVISOR **GRADE:** S-22

DEFINITION:

Under general supervision, plans and supervises the installation, test, maintenance, and repair of secondary electrical power distribution systems, and lighting systems, including laying out work details, assigning duties to electricians, and directing the work of subordinate technicians; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Electrician Supervisor is distinguished from the Electrician II by its full supervisory role, including performance evaluations, scheduling and planning work.

ILLUSTRATIVE DUTIES:

Assigns and inspects the work of subordinates to insure code compliance;
Inspect and review subordinates work to insure work is done safely and efficiently;
Meet with customers and write estimates for electrical work;
Coordinate equipment shut downs with customers, utilities and inspections department to affect installations, repairs and preventative maintenance on electrical equipment;
Manages daily work load for shop using computerized maintenance management systems;
Maintains the inventory of the fleet of service trucks assigned to the shop and, hand tools, power tools and test equipment assigned to the shop and to the staff;
Repairs and adjusts equipment when difficult or unusual problems are encountered;
Responds to calls for emergency repairs to critical systems and equipment, assigning technicians to perform necessary work and providing technical oversight as necessary;
Prepares layouts and sketches for major repair or installation work and estimates the time, materials, and labor necessary to complete jobs;
Ensures that all equipment and systems are in compliance with local, state, and federal codes and regulations;
Assists in the preparation of specifications for the purchase of equipment, parts, and supplies;
Monitors safety practices and instructs subordinates in proper safety procedures;
Trains subordinates in proper installation and diagnostic procedures;
Evaluates the work performance of subordinates and suggests areas for improvement;
Maintains job records and prepares reports.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles, practices, methods, and techniques involved in inspecting, testing, installing, and repairing electrical equipment, including but not limited to, Main Electrical Switch Gear up to 277 / 480 volts 3 phase 4 wire, 6,0000 amps, lighting and power distributions systems;
Knowledge of national, state, and local trades and safety codes;

Knowledge of inspection requirements;
Knowledge of trade-related hazards and necessary safety precautions;
Ability to read and interpret work orders, diagrams, sketches, blueprints and manufacturer's manuals;
Ability to plan and supervise the work of electricians;
Ability to carry out a maintenance activity within established policy, plans, and requirements and to coordinate work with other shops and departments;
Ability to perform complex trade-related work;
Ability to instruct, motivate and train subordinates in all phases of the work and assist them with work problems;
Ability to provide technical assistance in the procurement of electrical equipment and systems;
Ability to establish and maintain effective working relationships with subordinates, peers, and customers;
Ability to communicate effectively, both orally and in writing;
Ability to use personal computers and software programs, including but not limited to Microsoft office, Outlook, CMMS.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
High school graduation or a G.E.D. issued by a state department of education; PLUS completion of a 4 year apprentice-level vocational training program in electricity; OR 4 years of qualifying electrical training and experience; PLUS Four years of experience as a journeyman electrician in the installation, servicing, and repair of electrical equipment and systems, including two (2) years in a lead electrician or as a electrician supervisor.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Operators License;
Possession of a State of Virginia Journeyman Electrician or Master Electrician certification.

REGRADED:	March 6, 2009
REVISED:	September 12, 2007
REVISED:	August 3, 1981